

## ROUTING AND TRANSMITTAL SLIP

Date

9 AUG  
1983TO: (Name, office symbol, room number,  
building, Agency/Post)

Initials

Date

1. DDA/MS

TSR 8/9

2. EO/DDA

AW 9/9

3. A DDA

10 AUG  
1983

4. DDA

10 Aug 83

5.

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

DO NOT use this form as a RECORD of approvals, concurrences, disposals,  
clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

Phone No.

5041-102

OPTIONAL FORM 41 (Rev. 7-76)

Prescribed by GSA

DD/A Registry

83-2004

8 AUG 1983

DD/A REGISTRY

FILE: 30-1

MEMORANDUM FOR: Deputy Director for Administration

FROM: Daniel C. King  
Director of Logistics

SUBJECT: Approval of Advance Payment to  
Richard Hopkins & Associates

Contract No. [ ] has been negotiated with  
[ ] to provide an assessment and  
evaluation of current Executive Dining Room operations. In  
order to effect timely contract initiation in support of this  
urgent requirement, it is necessary to provide the contractor  
with an advance payment in the amount of [ ] Your  
approval of this advance payment is requested.

STAT

STAT

STAT

/s/ Daniel C. King  
Daniel C. King

Approved:

Harry E. Fitzwater

Deputy Director for Administration

9 AUG 1983

Date

OL 12073-83

83-2004